

## **Developmental Services Case Manager**

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION  
P.O. Box 872  
Southbury, CT 06488**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**OPEN TO:** Public

**POSITION:** Developmental Services Case Manager

**POSITION #:** 099316

**LOCATION:** Ella Grasso Center, Stratford - Individual and Family Support Division (IFS)

**SALARY:** \$2,133.95/bi-weekly

**SCHEDULE:** Monday – Friday 9:00am – 4:30pm; RDO's Saturday, Sunday. Must be flexible in hours to meet client and agency needs.

**HOURS PER PAY PERIOD:** Full Time – 70 hours/bi-weekly

**POSTING DATE:** November 4, 2011

**CLOSING DATE:** November 15, 2011

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer. Those candidates appearing on Re-Employment or SEBAC lists must be given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**EXAMPLES OF DUTIES:** Duties consistent with the DS Case Manager job classification. This position will be responsible for providing case management services and support to waiver individuals in the IFS Division, who are served out of the Stratford Office. Caseload is designed as an IFS/Waiver caseload. Independently perform a full range of case management tasks in order to ensure the delivery of appropriate medical, education/vocational, social and other services. Duties include, but are not limited to; the coordination of supports, completion of Planning Resources Allocation Team (PRAT) requests, completion of protective service plans, completion of annual individual plan, completion of case notes, quality monitoring of services, assisting with the development and utilization of community resources, assist with the application and maintenance of entitlements, waiver requirement, maintain client files and data as outlined by department and federal policy and procedures/ guidelines, participate in a wide variety of meetings, liaison with other service and community agencies, as the caseload demands. Performs other related duties.

## EXPERIENCE AND TRAINING

**General Experience:** Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

**Special Requirements:** Candidates must possess good oral and written communication skills needed to communicate effectively with families and professionals. Must possess good computer skills as daily use of a computer is likely (Microsoft and web-based programs). Valid Connecticut driver's license required, as travel will be required. QMRP Preferred.

**TO APPLY:** Please send a resume and CT-HR-12 including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**Send Applications to:**  
**Department of Developmental Services - West Region**  
**55 West Main Street, 4<sup>th</sup> Floor, Waterbury, CT 06702**  
**Attention: Yolette Tappin**  
**Fax: 203-574-8857**  
**E-mail: [yolette.tappin@ct.gov](mailto:yolette.tappin@ct.gov)**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.